

G&I CBU
CQMP SUPPLEMENT

17 July 03

1. Acquisition Review Board (ARB)

An ARB shall be conducted on any Acquisition of \$100K or more and any modification to an existing contract or invocation of any option exceeding \$100K. Any Acquisition Plan valued at \$5M or more shall be forwarded to the Directorate Level for review.

The ARB will serve to implement the contract quality control processes established in the DSCP Corporate Contract Quality Management Plan (CQMP).

2. Organization.

- a. Each CBU has established an ARB organization structure, chaired by the CBU Chief or designee, comprised of CBU management personnel with varied functional backgrounds.
- b. In addition to ARB members, the Contracting Officer, Project Manager, and Contract Specialist for the project under review **and a representative from the Contract Support Division** shall attend and brief at the ARB meeting.

3. Duties.

As the final quality review prior to the release of an acquisition package to the Contract Support Team, the ARB review shall ensure that the proposed acquisition reflects current corporate supply chain management strategies, includes only essential and necessary data and related requirements, and considers all relative logistic support factors. The package shall consist of the acquisition plan, source selection plan (if applicable), Small Business Coordination Record (Form 2579), and solicitation. The ARB shall review the package to ensure completeness and that the relationships between the statement of work, solicitation provisions, contract clauses, and other contract language are consistent. Particular attention shall be provided to the following areas:

a. Program Objectives (FAR 10.001, FAR 15.201):

- a. What is the overall objective of the initiative and how does it enhance agency objectives? How was market research conducted and what were the results?

b. Acquisition Strategy (FAR 7.105):

- Contract Methodology, Delivery, and Performance period.
 1. What type of acquisition is being proposed and were all set aside types considered?
 2. What was the basis used for determination of stock/DVD?
 3. Will delivery conform to current UMMIPS policies?
 4. What considerations were used to determine contract methodology (FAR Part12, 13.5,15) and duration?
 5. If source selection is proposed, identification of evaluation factors and standards.
 6. If applicable, what methodology was used to determine item groupings?
 7. How were purchase quantities determined and what risk assessments were made?
 8. Are the technical data requirements clearly defined and approved? Has the data on the F72 and PID been verified? How will quality be assessed?
 9. How will orders be placed? What elements of production planning were considered?
 10. **Is a Justification for Other Than Full and Open Competition required? If so, is it properly documented?**
- Socio Economic Considerations (FAR 8.001, FAR 19.202):
 1. Were all socio economic programs considered in accordance with existing policy and regulation?

2. For bundled requirements, what consideration was given to small business participation?
3. What evaluation factors are included to enhance socioeconomic program participation?

- **Performance Based Contracting (FAR 37.6):**

1. Discuss considerations given to performance based standards and incentives.

c. **Reporting:**

1. How will contractor performance be assessed and what reports will be submitted to the contracting officer for review?

When contract options or term extensions are submitted the contracting officer shall submit documentation in accordance with FAR 17.207.

4. Procedures.

The acquisition package shall be complete and all required revisions and internal reviews should be accomplished prior to submission to the ARB. The coordination sheet shall indicate a block for ARB review. Packages submitted for ARB review will contain the acquisition and source selection plans. ARB packages will be forwarded to ARB members at least five days prior to the scheduled board meeting. ARB meetings will be held only if a majority of board members and at least one representative from each discipline are available.

After the briefing, the complete acquisition packages will be reviewed by the Chairperson or designee. After review approved packages will be submitted to the CST for review, or approved with comment for clarification and submitted to the CST, or disapproved and scheduled for resubmission to the ARB.

5. Acquisition Review & Approval Requirements.

In order to minimize contract file document deficiencies and establish procedures to preclude reoccurrences, the Review and Approval Requirements contained in the DSCP-PI Contract Quality Management Plan (CQMP) is supplemented as follows:

a. All Pre Negotiation Memorandum documents, for acquisitions greater than \$100K, will require ARB Chairperson or designee review prior to submission to the CST.

b. All award documents, for acquisitions greater than \$100K, will require ARB Chairperson or designee review prior to submission to DSCP-G.

All files will be routed through their respective Section and Branch Chiefs prior to submission to the ARB Chairperson or designee.

6. Waivers.

The ARB review required may be waived **on a case by case basis**. Upon review of the acquisition package, any board member may recommend a waiver to the Chairperson. If the Chairperson grants the waiver the file will be annotated and forwarded to the CST.

7. Quality Audits.

a. Simplified Acquisitions

- In conjunction with the DSCP-PI Quality Audits for purchases made under the Simplified Acquisition threshold, the ARB will conduct monthly reviews.

Section Chiefs will randomly select 25 completed purchase folders from Contracting Officers in their branch for review. Audits will be conducted in accordance with the same criteria established by DSCP-PI. Minimum compliance rates will be 85% for major items and 75% for minor items.

The files will be pulled the first Monday of each month. Results of the audit will be presented to the ARB. A consolidated report of the findings will be prepared and forwarded to DSCP-PI. The quality audits will target the following areas:

- Price Justification (this will be tracked and reported to HQ due to Material Weakness)
- Effective use of any offered price breaks
- Proper Source Selection
 - Automated Best Value System (ABVS)

- Delivery Evaluation Factor (DEF)
- Products Offered
- Correct use of Quality Assurance provisions/procedures
 - Critical Safety Items
 - Aircraft Launch and Recovery Equipment (ALRE)
 - Flight Safety Critical
 - First Article
 - Qualified Suppliers List Manufacturers (QSLM)/Qualified Suppliers List Dealers (QSLD)
 - Latest revision
- Compliance with Small Business & Socio-economic issues over \$2,500
- Solicited competitively over \$2,500 or appropriate documentation regarding urgency, etc.
- Requirements splitting
- Compliance with higher level review requirements
 - Waiver of synopsis
 - First-time buys
 - Waiver of first article
 - Others

Minimum Compliance Rate:

- Major items – 85%
- Minor items – 75%

Major	Minor
Lack of Price Justification	No higher level review
Canned Price Justification	Improper use of learning curve, PPI, or FAIR
Ignore ABVS or DEF factors	Improper dissolution of set-aside
Undocumented non-competitive solicitation	Improper/lack of selection of price breaks
Requirements splitting	Improper clauses on source inspected items
Exceeding warrant authority	Lack of latest revision or P/N stamps
Lack of source inspection when required	
Improper compliance with Products Offered	

Award to non-QSL vendors	

8. Warrant Review

The ARB will conduct annual reviews of Contracting Officer warrants, in conjunction with the CST, due to the changing distribution and complexity of the workload.

9. Training Review

The ARB will conduct quarterly reviews of the DAWIA and continuous education training requirements for all 1100 series employees.

10. Supplement

This supplement to the CQMP will be reviewed semi annually and amended as required.